

The Office of Administration recently announced its public rule review process in response to Governor Eric Greitens' executive order directing state agencies to undertake a review of state regulations under their jurisdiction. The intent is for the public review process to allow state agencies to ensure their rules are essential, beneficial and effective.

As part of the process, members of the public are encouraged to make suggestions on how the Office of Administration can improve our administrative rules. Because you have regular involvement with these rules and may have interest in them, we wanted to be sure you had information about how to submit a public comment:

Comments are being accepted via multiple methods: on the Office of Administration's [website](#); by submitting written comments to OA Rules Review, PO Box 809, Jefferson City, MO 65102; by fax to 573-526-4811; or at three public hearings, which are listed below and also posted [online](#). Consistent with the executive order, these comments will be accepted through September 15, 2017.

The Office of Administration will hold three informal public hearings to allow Missourians to comment in person:

1. Thursday, August 24, 2017, 1:00 – 4:00 p.m.  
Harry S. Truman State Office Building  
301 West High Street, Room 400  
Jefferson City, Missouri
2. Wednesday, August 30, 2017, 1:00 – 2:00 p.m. (via video conference)  
Fletcher Daniels State Office Building  
615 East 13<sup>th</sup> Street, Room 503  
Kansas City, Missouri
3. Wednesday, August 30, 2017, 2:30 – 3:30 p.m. (via video conference)  
Wainwright State Office Building  
111 North 7<sup>th</sup> Street, Room 923  
St. Louis, Missouri

The categories of Office of Administration rules that customers and the public may be interested in are listed below:

*Administrative Hearing Commission*

- Organization and General Operation
- Procedure for All Contested Cases

*Ethics Commission*

- Enforcement, Pleadings, Communications, Conferences, Discovery, Subpoenas, Continuances, Motions
- Hearing Conduct, Evidence, Record, Stipulation, Default
- Post-Hearing Procedure, Orders, Certification of Record
- Late Fee
- Representation by an Attorney

Commissioner's Office / Financial / OA General

- State Claims and Accounts
- Payroll - Vendor Deductions, Vendor Direct Deposit, Employee Direct Deposit
- Capitol Grounds Parking
- Missouri Accountability Portal
- State Employee Shared Leave
- State Employee Travel, County Travel, Vehicular Travel
- Social Security Administration – Political Subdivisions and Instrumentalities
- Lottery Prize Payment
- State Employee Cafeteria Plan
- Convention and Sports Complex
- Minority and Women's Business Enterprise Procurement Participation and Certification

Facilities Management, Design and Construction / Capital Improvement and Maintenance Budget

- Assessment Program Planning and Budget Preparation
- Projects – Definition, Fund Allocation, Management Methods, Construction Procurement, Design, Selection/Bidding Methods, Contracts, Work Completion, Payments, Acceptance Occupancy, Contractor Responsibility
- Facility Management, Maintenance Program, Safety and Security
- Public Use of State Facilities
- Leasing – Administration, Acquisition, Management, Leases to Governmental/Private Entities

Personnel Advisory Board & Division of Personnel

- Personnel Rules
- Merit System Service
- Classification and Pay Plans
- Personnel Selection, Appointment, Evaluation and Separation
- Appeals, Investigations, Hearings, and Grievances
- Working Hours, Holidays and Leaves of Absence
- Management Training

Purchasing

- Authority Delegations
- Solicitation, Bids, Contract Award Procedures
- Vendor Registration, Notification, Suspension and Debarment

For more information on the Governor's initiative to cut government red tape, and to view upcoming public hearings or leave public comments for other state departments, visit [www.NoMORedTape.com](http://www.NoMORedTape.com).

Office of Administration, Division of Personnel